



# Examination

## California State Lands Commission

*The California State Lands Commission guarantees equal opportunity to all regardless of race, sex, religion, national origin, ancestry, age, marital status disability or sexual orientation.*

*It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.*

### PUBLIC LAND MANAGEMENT SPECIALIST I

#### THIS IS AN OPEN EXAMINATION - SPOT SACRAMENTO

**FINAL FILING DATE: November 18, 2008**

**HOW TO APPLY:** Obtain a State Application (Form 678) at CA State Lands Commission offices, Employment Development Department (EDD) offices, or download an application from the web at [www.spb.ca.gov](http://www.spb.ca.gov) or [www.slc.ca.gov](http://www.slc.ca.gov). Standard State application (Form 678) must contain an original signature. **Faxed applications will not be accepted.**

Submit applications to:  
California State Lands Commission  
100 Howe Avenue, Suite 100-South  
Sacramento, CA 95825-8202  
Attn: Personnel

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

#### NO WRITTEN TEST REQUIRED

**ADDITIONAL FILING INFORMATION:** If you meet the entrance requirements for this class and for Public Land Management Specialist II or Public Land Management Specialist III with the same filing date, you must submit a separate application form (std. 678) for each examination.

**QUALIFICATIONS APPRAISAL PANEL INTERVIEW:** It is anticipated that interviews will be held in **December 2008/January 2009**.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the Qualifications Appraisal Panel Interview.

Interviews will be scheduled in Sacramento.

**SALARY RANGE:** \$3,262 - \$3,893 per month

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the entrance requirements for this examination by **November 18, 2008**, the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I, or II, or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

##### Either I

Experience: One year of experience in California state service performing the duties of a class with a level of responsibility equivalent to a Management Services Technician, Range B, performing duties involving land and/or real property management and negotiations, land use planning, land acquisition, environmental planning, real property valuation,

relocation assistance, title examining or boundary investigation and determination duties. (Persons with six months of qualifying experience may compete in the examination, but must complete one year of experience before they can be considered eligible for appointment.) **and**

Education: Equivalent to completion of two years of college including course work in real estate, environmental science, survey technology or a related field.

##### Or II

Experience: Two years of experience performing land title, land and/or real property management and negotiations, land use planning, land acquisition, environmental planning, real property valuation, relocation assistance, title examining or boundary investigation and determination duties. (Experience in real estate sales or transfers will not be considered equivalent to the experience needed to fulfill this requirement.) **and**

Education: Equivalent to completion of two years of college including course work in real estate, environmental science, survey technology, or a related field.

##### Or III

Education: Equivalent to graduation from college with major work in natural resource management, land use planning, business or public administration, economics, real estate, environmental planning, biological science or a related field.

#### THE POSITION

This is the entry level training class of the series. Individuals in this class will be exposed to the full spectrum of public resource management issues under the direction and close supervision of a higher level Public Land Management Specialist. Incumbents perform the less difficult tasks related to public trust resource laws, sovereign and school land titles, sovereign and school land boundaries, land title laws, historical land titles, resource and real estate economics, land appraisals, title plant, environmental laws, riparian biology, archaeology, California history and geography, geology, forestry, resource planning, commercial laws and resource valuation.

Typical tasks include investigating applications; analyzing alternatives and preparing lease documents of average difficulty; assisting journey level appraisers in gathering appraisal data and preparing the least difficult appraisals; maintaining title plant; preparing status determinations on routine transactions and inquiries; researching questions regarding the Public Trust Doctrine; writing clear and concise reports; preparing draft calendar items; and doing other related work.

#### POSITION(S) MAY EXIST IN SACRAMENTO.

#### ADDITIONAL SPECIAL REQUIREMENTS

Demonstrated creative ability; tact; patience; willingness to work at odd hours; and to travel throughout the State.

### SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

PUBLIC LAND MANAGEMENT SPECIALIST I

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KS64/4367 EXAM CODE: 10401BH

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California Relay (telephone) Service for the deaf or hearing impaired.  
From TDD phones: 1-800-735-2922  
From voice phones: 1-800-735-2929

SUPPLEMENTAL APPLICATION

In addition to the Qualifications Appraisal Interview, the department may require that competitors complete a supplemental application designed to explore education and experience related to the Public Land Management Specialist I classification. The supplemental application would be sent to all persons who meet the requirements for admittance to this examination. The supplemental application would be used to screen only those individuals who best meet the needs of the California State Lands Commission to the Qualifications Appraisal Panel Interview, and would be based on the knowledge and abilities listed under the “Scope” section of this bulletin. If this option is used, persons who do not return the completed supplemental application will be considered to have withdrawn from this examination.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

QUALIFICATIONS APPRAISAL – WEIGHTED 100%

SCOPE:

In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:

A. Knowledge of:

1.

Authorities, provisions and procedures of public trust, environmental, real property, commercial, water boundary laws pertaining to lands under the State Lands Commission’s jurisdiction;
2.

Principles, methods and techniques involved in real property appraisals and valuations;
3.

Negotiation techniques and strategies involved in the sale, lease, exchange, acquisition or other disposition of real property;

B. Ability to:

1.

Understand and apply the laws, policies, rules and regulations relating to the land and resource management activities of the State Lands Commission;
2.

Analyze a wide variety of situations and recommend appropriate courses of action;
3.

Negotiate successfully land and resource management activities;
4.

Prepare accurate appraisals;
5.

Read and interpret maps, plats, and data relating to property location;
6.

Write clear and concise reports, letters and memoranda;
7.

Establish and maintain cooperative and professional relations with those contacted in the work.

**ELIGIBLE LIST:** The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans’ Preference **will** be granted in this examination.  
Career Credit Points **will not** be granted in this examination.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the State Lands Commission Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate’s responsibility to contact the State Lands Commission Personnel Office at (916) 574-1910 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department and the State Lands Commission.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the services if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional; 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application which is available from the State Personnel Board offices or written test proctors.

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